



Name of Principal Investigator or Trust Holder

Speed code Speed code Title

Claimant's affiliation with grantee's research group (e.g. Research Assistant)

Name of claimant Affiliation

Travel Dates: From To

Purpose of trip (indicate all that apply - 1 claim per trip - 1 trip per claim)

Participation in a conference or workshop (attach documentation showing event dates: a copy of the first page of the program & any references to your involvement in the event i.e. title of your presentation).

Field research trip (provide details on research location, species, type of activities, dates, etc.)

Other i.e. collaboration, research discussions (provide details on the purpose and relevance to funded research.)

Signature of claimant if other than the Principal Investigator/Trustholder

Date:

I certify that all expenditures charged to my research project/trust account are for purposes for which the grant/donation was awarded. These expenditures comply with the sponsor spending/donor terms guidelines/restrictions and, (where applicable) the expenditures conform to the budget submitted to the sponsor. These expenditures are in support of the research project/trust account name in the award/donation and I have attached appropriate supporting documentation to satisfy the relevance to research requirement. These charges have not been claimed from other organizations and reimbursements for expenditures received from other organizations will be disclosed to the University.

Signature of the Principal Investigator/Grantee

Date:

I certify that to the best of my knowledge these expenditures are in compliance with the sponsor spending guidelines/donor terms, the expenditures are in support of the research project named in the award and there is appropriate supporting documentation.

Signature of One-over-one Approval (Departmental Chair/ Faculty / etc) required for claims by the Principal Investigator/ Trustholder

Date: